

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 4 Aug 2011, 11:30 to 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Mr. Ted Hecht, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 1 Sept 2011; 1130-1300
88 ABW/CE Conference Room (Room 203)

Call in Number (712) 432-0950 Host Access Code: 722792*
Participant Access Code: 722792#

**MONTHLY GENERAL
MEMBERSHIP MEETING:** 11 Aug 2011; 1145 - 1345
WP Club and Banquet Center, WPAFB, OH

ITEMS DISCUSSED:

1. **President's Corner(, Mr. Alan Hautman presiding, Ms. April Lewis Absent.....)**
 - The meeting was called to order at 11:30 am.
2. **Secretary's Report (Mr. Ted Hecht/ Mr. Drew Titone assistant)**
 - The June minutes were presented, reviewed and approved.
3. Post calendar is attached.
4. **Treasurer's Report (Ms. Andrea Pakulski/Mr. Pete Bataggia)**

Ms. Pakulski presented the following report and the attachment and was approved.

June 2011

Expenses

- Monthly luncheon - \$ 1,169.78
- Credit card processing monthly fees - \$45.18
- 2011 JETC – Jeremy Kinne \$1,348.64
- SAME Army camp – Elizabeth Riley - \$491.80

- SAME Air Force camp – Mike Hautman - \$202.30
- Mentorship Day food - \$87.24
- Monthly website hosting fees - \$25.95

Total Expenses = \$3,370.89

Income

- Monthly luncheon - \$1,082.76
- Yellow ribbon contribution - \$19.00

Total Income = \$1,101.76

July 2011

Expenses

- Golf Classic - \$8,052
- Credit card processing monthly fees - \$45.18
- Scholarship - \$1,500
- Website hosting fees - \$25.95
- Yellow Ribbon Mailing - \$39.75
- SAME/Seabees – Johnathan Whitesell (plane ticket & ½ registration) - \$794.80

Total Expenses = \$10,457.68

Income

- Golf Classic - \$14,116

August 2011 (Estimated)

Expenses

- Monthly luncheon - \$
- Website hosting fees - \$25.95

Income

- Monthly luncheon - \$

Committee Reports

Membership (Ms. Kim Duncan/ Mr. Joe DiMisa absent)

Ms. Duncan reported that the post has 10 new members. Total is down 2 members at 405:

- 222 Sustaining Members
- 183 Individual Members (including 5 new this month)
- 56 Sustaining firms (providing the sustaining member count)
- 20 Students (including 1 new this month – students do not count in total)

Web

- Kim tried to make contact to verify their SAME membership date. Of the 50 members she went to verify 3 had some corrections in their time. Ms Kim Duncan will continue to verify the rest of the dates but it will take time.
- Ms Marci Snyder stated that she has contacted the home office about the problem and they took that under advisement. Mr Alan Hartman asked if the member can verify but that proved difficult. Kim Duncan indicated that it should be expressed that the member should be responsible for their dates. Alan indicated that he would like to recognize anniversary dates of SAME membership at the monthly meetings. Maybe pins at the meeting. Also sustaining member firms to be included. Kim and Alan will talk later and Kim would like Marci to take on sustaining firm dates and Marci agreed.
- Last point was that members need to verify their dates.
- Marci asked why the difference at this time of year and the difference was renewal dates are through the year and not at one point. Some firm have different timing. There is a possibility of a drop in firms due to economic factors.

Sustaining Membership (Ms. Rose O'Grady - Absent)

- Ms Rose O'Grady reported there will be 2 Sustaining Member firms presenting at the luncheon; Mason & Hanger and URS.

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5.

- **Programs (Mr. Jeff Leonard/Ms. Nadja Turek)**
- Announcement of the Great Lake meeting in Milwaukee.
- Luncheon will include a wrap-up of the Golf Event. Included will be recognition of sponsors, slide show and some words.
- No decision on a membership announcement.
- Possible October date for wine tasting in the works.
- Jeremy has pictures of the camp visits. Discussion of getting more photos of camps and how to get a hold of them. Jeremy will work with the campers to be able to talk about their favorite things at the camps. Possible contact through Ryan Schlosser to get with the campers.
- An issue of folks who make reservations and do not show. A big issue is folks who are not members and are coming to see a speaker and do not show. In the past this has been follow-up with limited success. Discussion was that at least an email is sent to the person who did not show. There has been big problem in the past at times. The decision is that an email will be sent to all no shows requesting payment.
- There is discussion that some walk-ins are due to the fact that if you make a reservation and do not show you get charged so you just show up without a reservation. This has been an issue at the Hope Hotel and the Club is a little more understanding. Jeff is to investigate if there is a limit of walk-ins and will report back.
- Ideas for next month. Force protection has been used. Discussion of anniversary of the Sept 11 attacks and possible other topics. Consensus was that contact will be made to Task Force 1 to possibly update on their operations. Possibly to make contact with Congressional folks for the fall or Christmas.

- Joe Pado has agreed to assist Jeff Leonard with reservations and club seating arrangements. The board agreed to stay at the club for calendar year 2012 and Jeff will make the arrangements.

Education/Scholarships/Science Fairs (Dr. Mark Goltz / Ms. Nadja Turek

No new updates

Industry Affairs (Mr. Ken Stegall /Mr. John Koerner , Mike Clare absent)

- Mr. Stegal presented in an email An important item for Industry Affairs is deciding when to hold the annual Roundtable. Normally it is held in conjunction with the BCE Conference in the latter part of October. However, the conference is being done by Video Teleconference this year instead of at Dayton.
- Ken is trying to schedule around the COE schedule. There is a commanders conference in Novemebr 2-3 in Cleveland that we need to avoid and a small business conference in early December. Possibility of combining and hav ing the WPAFB event combined in Cleveland.
- In the past Ken has had the local SBA, AFMC, WPAFB and VA to talk about their programs. Kim expressed to possibly invite the reserve. The past has focused on the COE. Discussion of how event would work out. Possible option of not inviting the Civil works districts. Discussion seemed to center in on only the Louisville COE district.
- Usually there are booths and an ice-breaker. The ice-breaker usually gets attendees from the BCEs, but without the BCEs, the participation might be less unless we have something special to draw people.
- Alan suggested that we center into the Louisville COE be available on 1 Nov as a starting point and see if it will work. Ken is to report back to the board on their response. The board will go from there as to schedule

Readiness (Mr. Jon Wheeler absent/ Ryan Schlosser absent/CMSgt Dirk McDowell absent)

- No update. Last report that Jon Wheeler is planning to write an article on readiness that is required for that streamer.

Social (Mr. Mike Howe, Ted Hecht – golf)

- Mr. Hecht presented that the golf event went off very well with a full house of 139 golfers and 10 sponsors. Thanks to Grant Bartee, Pete Battaglia, Jennifer Russell, Andrea Pakulski, Nadja Turek, Jennifer Tamburino, Kim Duncan, Todd Butler and Jeff Leonard for the help. In an effort to improve the event next year we are going to push for more corporate sponsors and the associated recognition for the donation.
- Mike Howe is looking into a fall wine tasting event. Will follow up for a possible October event.

Young Members (Brad Doudican and Cpt. Jeremy Kinne)

- Jeremy expressed his thanks about send him as a mentor at the camps. Excellent experience.
- The first ramp building went extremely well and more are planned. One in 2 weeks. Some issues with email to Young members and that will be worked.
- Capt Kinne and Brad were working on a mentorship/young member after discussions with Randy Parker. A possible 1 Sept meeting is being proposed to meet for a kick off session. Randy Parker will also help with senior leaders.
- Another idea would be cash awards for young members to be voted on by fellows yet a budget is needed. Andrea indicated that there is a budget for the Young Members that includes the camps with possible extra funds available. Investigation of how much available is to be completed. Maybe the budget can be revisited next year to address.

College Outreach (Nichole Lashley/absent Travis Burr cochair Absent)

- No Change in status this month. Last month the report was Travis met with Rijad Alakkad at UD and they agreed to support the program and the need to reestablish. This will probably remain not active until the fall when student come back to school.
- Nadja expressed that the student membership has grown nationwide yet the same is not true for young members. Ideas were to develop incentives for students to transition such as free membership to top students, etc.

K-12 (Ms. Laura Wade - absent/ Mr. Ryan Schlosser - absent)

- No report.

Yellow Ribbon (Nikki Kelley - Absent)

- Nikki bringing boxes to meetings. Will be collecting paperback books and DVDs at the membership meetings to send to deployed troops. She ships them in 10 pound USPS flat rate boxes. Appreciation to Woolpert and Elements IV for SUPER support. She needs names of troops that have a local connection for mailing packages.

Awards (Ms. Jennifer Tamburino)

- Discussion of a President's Award was previously had yet no decision. All agreed that the Award is approved the President will include 12 times 10 months luncheon lunches as a gift for super work at the Presidents discretion. All agreed and a vote was taken. All approved.

Fellows (Mr. Nick Scambilis absent/Drew Titone Absent)

- Nick reported he nominated one fellow yet it is at headquarters for approval.

Small Business (Mr. Ken Stegall/ Mr. Sam Reed absent)

- Mt Stegall attending a national small business. Report on the national website. Significant changes for the standards for small businesses reported. No Report.

Public Relations (Todd Butler)

- Articles due on president, young member, etc. are due 19 August. Current members spotlight is now up for Nick Scambliss. Photo hunt is ongoing.
- Will highlight Milwaukee Conference.

Affiliates Societies Council (Mr. Drew Titone)

- No report

6. Old Business:

- Website management. Alan highlighted that ASCE Dayton .org. was put together by Brad in minimal time. Website was purchased for \$150 and suggested to combine. Alan asked that a verification of this is possible and to go forward with the proposal. Suggestion was tabled for this month to investigate the possibility. Proposal sounds favorable.

7. New Business:

- RVP awards time is here. Regional Vice President Award. Annual award to be submitted by each post. Discussion of previous winners such as the board for the regional conference. Alan will be sending email to all asking for nominations that are deserving this year.
- Discussion about who will be sent to the Regional meeting. Discussion of if it is in the budget to and it was verified. Possibility of sending April Lewis as incoming president. Board approved. Alan will follow up. Discussion the a good rhythm is for the incoming president to go to fall event and young member to go in spring.
- Discussion of follow on the a single website needs to be investigates as a repository for newsletter, registration, payment etc. Investigation to follow.

8. Adjourn: 1305 hours 1:05 PM

Ted Hecht
Secretary, Kittyhawk Post

Alan Hautman
President Elect, Kittyhawk Post

Meeting Date: 7 April 2011 Attendance SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Organization	Email
President	Alan Hautman	X			Emersion Design	'alan.hautman@emersiondesign.com'
President-Elect	April Lewis			X	HQ AMFC	'april.lewis@wpafb.af.mil'
Vice-President	Ken Stegall		X		CMS	Ken_Stegall@msn.com
Secretary	Ted Hecht	X			WPAFB 88 ABW/CE	Ted.Hecht@wpafb.af.mil
Asst Secretary	Drew Titone			X	Woolpert	'drew.titone@woolpert.com'
Treasurer	Andrea Pakuski	X			LJB	apakulski@ljbinc.com
Asst. Treasurer	Pete Bataglia			X	LJB	PBattaglia@ljbinc.com
1st Director	Marci Snyder	X			Woolpert	'marci.snyder@woolpert.com'
2nd Director	Grant Bartee			X	LJB Inc	'GBartee@LJBinc.com'
3rd Director	David Perkins			X	WPAFB 88 ABW/CE	'David.Perkins@wpafb.af.mil'
Programs	Nadja Turek			X	Woolpert	'nadja.turek@woolpert.com'
Co-Chair	Jeff Leonard	X			WPAFB 88 ABW CE	'jeff.leonard@wpafb.af.mil'
Communications/Public Relations	Todd Butler	X			SHP Leading Design	tbutler@shp.com
Education	Mark Goltz			X	AFIT	'mark.goltz@afit.edu'
Co-Chair	Nadja Turek			X	Woolpert	'nadja.turek@woolpert.com'
Co-Chair	Joe DiMisa			X	Woolper	joe.dimisa@woolpert.com
Industry Affairs	John Koerner			X	Weston Solutions	'John.Koerner@westonsolutions.com'
Co-Chair	Ken Stegall		X		CMS	Ken_Stegall@msn.com
Co-Chair	Mike Clare			X	AVETCO	mclare@chevron-construction.com
Small Business	Mike Clare			X	AVETCO	mclare@chevron-construction.com
Co-Chair	Sam Reed			X	AEC	'samr@aecmep.com'
Awards	Jennifer Tamburino			X	URS	Jennifer_tamburino@urscorp.com
Membership	Kim Duncan	X			Elements IV	'kduncan@elementsiv.com'
Sustaining Members	Rosie O'Grady			X	TesTech	ogrady@testtechinc.com
Readiness	Jon Wheeler			X	BAH	Jon.Wheeler@wpafb.af.mil
Co-Chair	CMsgt Dirk McDowell			X	AFIT	Dirk.McDowell@afit.edu
Social	Mike Howe	X			WPAFB 88 ABW CE	'mike.howe@wpafb.af.mil'
Co-Chair	Jennifer Tamburino			X	URS	Jennifer_tamburino@urscorp.com
Golf	David Robinson			X	Weston Solutions	David.Robinson@WestonSolutions.com
Co-Chair	Ted Hecht	X			WPAFB 88 ABW/CE	Ted.Hecht@wpafb.af.mil
Young Members	Brad Doudican			X	OSU	Brad.doudican@gmail.com
	Cpt. Jeremy Kinne	X			AFIT	jeremy_kinne@yahoo.com
K-12 Outreach	Jim Levy			X	WPAFB 88 ABW CE	James.levy@wpafb.af.mil
Co-Chair	Ryan Schlosser			X	WPAFB 88 ABW CE	'ryan.schlosser@wpafb.af.mil'
Affiliates Societies	Drew Titone			X	Woolpert	'drew.titone@woolpert.com'
Co Chair	Jim Ryckman			X		Jim.ryckman@wpafb.af.mil
Yellow Ribbon	Nikki Kelley			X	Emersion Design	Nikki.kelley@emersiondesign.com
College Outreach	Nichole Lashley			X	Lawhon & Associates	'nlashley@lawhon-assoc.com'
Co Chair	Travis Burr			X		burr@testtechinc.com
Fellows	Nick Scambilis	X			Retired	'nicksca@aol.com'

January	February	March
<p>Last Business Day- Streamer Submissions Due</p> <p>January 31- Nomination for National Awards Deadline All Individual Memberships Need Renewed</p> <p>Renew Post Office Box</p> <p>Send annual financial statement to 88th ABW Services</p> <p>Annual insurance renewal and provide update to 88th ABW Services</p>	<p>Early February- Post Leaders Workshop (New Distinguished Post Criterion- Med & Lg Posts must send One Board Member and One Young Member per year)</p> <p>IM & SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Mid-February- Engineer Week</p> <p>Streamer Reconsideration Period open until LAST Business day of Feb (Post must make request for reconsideration)</p> <p>Apply to National for Young Member Sponsorship at JETC</p>	<p>1st Business Day- Post Financial Report Due (report online at www.same.org/postops)</p> <p>Mid-March- Final Streamer Results Announced, including Top Posts and Top Region</p> <p>ASCE Joint Meeting</p> <p>AFIT GEM Award Presentation at membership meeting and at AFIT grad awards ceremony</p> <p>Development of Slate for Executive Board Election, usually handled by Fellows</p> <p>Executive Board votes on SAME camp attendees</p> <p>Social Event - March Madness</p> <p>Deadline to submit Army Camp Applications March 18, 2011</p>
April	May	June
<p>Science Fair winners presented at membership meeting</p> <p>Executive Board Election by members</p> <p>Deadline to submit USAF application to the camp registrar April 15, 2011</p>	<p>SM Dues paid by EFT</p> <p>Deadline for Posts to submit Navy Camp Applications to Camp Registrar May 13, 2011</p> <p>Preferred Transition of Post Leaders- new Board of Direction takes office and Change of Post Officers Report must be submitted w/in 30 days</p> <p>Provide update of new officers to 88 ABW Services</p> <p>National JETC held in May</p> <p>Scholarship winners presented at membership meeting</p> <p>Industry Day</p> <p>Social Event - Dragons' Game</p>	<p>Scholarship winners presented at membership meeting</p> <p>Review and vote on By-laws (at least every two years),</p>

<p>July</p> <p>Golf Outing - No Luncheon</p>	<p>August</p> <p>Late August- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)</p> <p>IM & SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Young Member led meeting</p> <p>SAME Camper presentation</p>	<p>September</p> <p>September 1- Fellows Nominations due to HQ</p> <p>Early September- Post Leaders Workshop held in DC area (New Distinguished Post Criterion- Med & Lg Posts must send One Board Member and One Young Member per year)</p> <p>Membership Presentation to Incoming AFIT Students</p> <p>Re-apply to 88 ABW Services to continue as a Private Organization (every two years)</p>
<p>October</p> <p>Round Table Event and Joint Luncheon with AFMC BCE Conference Annual Roundtable--generally in October, but has been held in Nov as well--match to date of BCE Conference.</p>	<p>November</p> <p>SM Dues paid by EFT</p>	<p>December</p> <p>Social Event - Holiday Party (No Luncheon)</p> <p>Dec 15-Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</p>

MEETING AGENDA
SAME – Kittyhawk Post
9 June 2011
Hope Hotel

11:30 Set up laptop and projector

11:45 Welcome, and welcome to all our distinguished visitors (Alan Hautman).

Pledge of Allegiance (Alan Hautman)

Invocation (Jeff Leonard)

Comments to be seated (Alan Hautman)

Recognize Distinguished Guests – Head Table (Alan Hautman)

- Provided by Jeff Leonard the day of _____

Comments to Begin Lunch (Alan Hautman)

Serve Lunch

12:05 Announcements: (Alan Hautman)

- (Hautman) The SAME Great Lakes & Ohio Valley Regional Conference will be held October 4-6 in Milwaukee, Wisconsin. This conference like other Regional conferences, promises to be an excellent opportunity to learn, meet new colleagues and to have some fun. The conference website is live and will be continually updated. Session abstracts are being accepted now until late June.
- (Ted Hecht) Golf Tournament – save the date, solicit sponsorships
- **Other?**

12:10 Vote on Bylaws (Alan Hautman)

12:15 Sustaining Member Firm Highlight: KZF (?)

12:20 Sustaining Member Firm Highlight: Lockett Farley (?)

12:25 Sustaining Member Firm Highlight: ?? (?)

12:30 Introduce Guest Speaker (Alan Hautman)

Steve Rager...**bio needed**

Please help me welcome, Steve Rager.

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Alan Hautman) **{PHOTO}**

Final Announcements: (Alan Hautman)

We will not be having a July meeting. Instead we hope you will join us at the Golf Tournament on July 8th. **Sign ups are...** . Our August meeting will be held on our regular date, the second Thursday of the month, which is August 11th and will be held back **at the Wright-Patterson officer's club.**

- 50/50 Drawing (Nikki Kelley): The winner is?
- Reminder, if you haven't paid for lunch see Pete Bettaglia

See you on the golf course! Adjourn Meeting (Alan Hautman)

Our June meeting will be held on June 9th here at the Club. Our speaker will be Steve Ranger, the Chief of Emergency Management and Security Branch of the Louisville District of the Army Corps of Engineers. He will speak to us about FEMA's National Level Exercise 2011 which will be held later in May. The exercise will simulate the catastrophic nature of a major earthquake in the central United States, affecting eight states including Kentucky, Illinois and Indiana in the region of the New Madrid Seismic Zone (NMSZ). The year 2011 is the bicentennial anniversary of the 1811 New Madrid earthquake, for which the NMSZ is named. The National Level Exercise will simulate the response to a major earthquake within the New Madrid zone. Steve tell us how the exercise went and the ramifications for the emergency response community as well as the design and construction community of living near the fault.

- 50/50 Drawing (Nikki Kelley): The winner is?
- Reminder, if you haven't paid for lunch see Jennifer Russell

Adjourn Meeting (Jeremy Kinne)